

## **Responsibilities**

### **Montana/Dakota's State Director (SD)**

The SD is responsible for providing policy and direction to Montana/Dakota's employees who may use chainsaws in the scope of their employment and issuing additional policy and/ or updates if conditions warrant such with the help of the State Safety Specialist. The SD is responsible to provide staff support and resources necessary to implement policy requirements. The SD will assign who has primary responsibility for management oversight and coordination of the Chainsaw Operator Training and Certification Program for State Office employees.

### **District Manager (DM)**

The DM is responsible for ensuring compliance with the state policy and issuing additional policy and/or updates if local conditions warrant such with the help of the District Safety Specialist. The DM demonstrates a commitment to the specified training and certification requirements of the chainsaw operator policy. The DM will assign who has primary responsibility for management oversight and coordination of the Chainsaw Operator Training and Certification Program for their respective districts. All training, certification, and documentation will be forwarded to the assigned lead for each district. Each lead will maintain hard copies of documentation and update appropriate safety and training databases. The lead will provide administrative support and facilitate interagency communication to ensure program standardization. The Billings Field Manager will ensure compliance with the state policy and issuing additional policy and/or updates if local conditions warrant such with the help of the Collateral Duty Safety Officer.

### **Field Manager (FM)**

FM is responsible for ensuring compliance with state and district policies. FM must demonstrate a commitment to the specified training and certification requirements of the chainsaw operator policy. In addition, FM will ensure a Risk Assessment is completed for all chainsaw operations, especially for those operators who request to saw alone. FM and or acting's are responsible for approving and signing all Risk Assessments.

### **Chainsaw Lead**

Individual who is assigned either by the SD, DM, or FM and is responsible for maintaining training records, certification, coordination, training, and documentation for all individuals within their respective area for chainsaw operations and instructions. The Chainsaw Lead will provide administrative support and facilitate interagency communication to ensure program standardization. Chainsaw leads will determine chainsaw instructors and work leaders as needed for their respective areas.

### **Chainsaw Instructors**

Chainsaw instructors are responsible to train, and certify (or re-certify) individual sawyers. These individuals *must* be currently certified as Class "B" instructors at a minimum.

Requests for chainsaw operator training/certification should be forwarded to the Chainsaw Lead.

### **Work Leader**

Work Leaders are responsible to ensure that all chainsaws placed into service must be equipped with a chain break and must otherwise meet the requirements of ANSI B175.1-1991 *Safety Requirements for Gasoline-Powered Chainsaw*. They are also responsible to ensure that all chainsaw operators are provided with proper personal protective equipment (PPE) and are trained and certified for the tasks assigned. The work leader is also responsible to use the Risk Management process to ensure that critical factors and risks associated with chainsaw use are considered. The Risk Assessment is conducted with each operator using the Risk Management process and operator performance is closely monitored by the work leader. Conduct field risk assessments for routine recurring work going through the process of identify hazards, assess risk, develop control measures and make risk decisions, implement control measures, and supervise and evaluate to eliminate or mitigate hazards. This can be done at the start of the day or in a tailgate session before the project starts. All personnel at the worksite will be briefed on the hazards and mitigating measures to be taken. Following an incident involving chainsaw use, the work leader must complete any required accident/injury forms in cooperation with supervisor and District Safety Specialist. Respective District Managers and Field Managers must be notified as soon as possible following an incident involving chainsaw use.

### **Chainsaw Operators**

Chainsaw operators are responsible for wearing and maintaining their PPE and operating chainsaws **only** within the scope of their duties and certification level. The ultimate responsibility for personal safety rests with the employee. All operators have the right and responsibility to refuse an assigned task which they deem to be beyond their ability or certification level.

Employee use of the “buddy system” when operating a chainsaw is highly recommended. A RA is required for all saw operations. If the sawing operations are to be completed alone, the RA must also identify what mitigations will be used to offset the potential hazards associated with sawing alone, such as the communications plan (check-in procedures and with whom). The lowest level signature that will be accepted for all sawing operations will be Field Managers or acting’s and Branch Chiefs. When sawing alone, all hazards must have a maximum residual risk of medium. If hazards cannot be mitigated to reach the medium level, no saw work will be completed.